

[Your Name]
[Your Title/Company]
[Your Phone Number]
[Your Email]

[Date]

[Receiving Agent Name]
[Receiving Brokerage Name]
[City, State, Zip Code]

Subject: Referral for Out-of-State Relocation - [Employee Name]

Dear [Receiving Agent Name],

I am writing to formally refer [Employee Name], who is relocating from [Current City/State] to [New City/State] due to a career move with [Company Name].

They are currently looking for a [Buyer/Tenant] agent to assist them in finding a new home in your area. Below are the client's details and preferences:

- **Client Name:** [Employee Name]
- **Contact Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Timeline for Move:** [Date]
- **Property Preference:** [e.g., Single Family/Condo, Number of Bedrooms]
- **Price Range:** [Budget Amount]

Please contact the client directly to introduce yourself and begin the search process. I have informed them to expect your call.

As per our standard referral agreement, I look forward to receiving the signed referral form confirming the [Percentage]% referral fee upon the successful closing of a transaction. Please let me know once you have made initial contact.

Thank you for taking great care of this client.

Sincerely,

[Your Signature]

[Your Printed Name]